



South Lake Primary School

Nursery Admissions Policy

Version	Date	Description
1	July 2019	New Policy for 30 Hours' Provision

This policy is due for review in: July 2020

Admission

To seek admission into South Lake Nursery we request a completed Nursery application form. These can be obtained from the South Lake School main office.

All parents and carers must be made aware that a place in the nursery does not guarantee a place in the school and that they must still go through the Wokingham admissions procedure when the child reaches school age to enter Reception.

Age Entry

Children can be admitted to nursery at the start of the term following their third birthday if places are available. No child will be placed on the application list until they have reached their second birthday.

Sessions and Funding

The Nursery operates on a term time basis only and these dates are published on the South Lake Primary School website. There are ten sessions available per week, two sessions per day with the option to stay for a supervised lunch.

The session times are as follows;

- 8.45 am -11.45 am (session 1)
- 11.45 am – 12.30 midday (lunch – there is a charge for this session)
- 12.30 midday – 3.30 pm (session 2)

Universal Entitlement (15 hours)

Every child is entitled to 15 hours free funding which is offered as either five mornings or five afternoons.

Extra hours, if available, over and above the 15 hour per week entitlement, will be charged for, including a charge for lunchtime supervision when attending for a full day. Fees will be payable in advance on receipt of an invoice at a rate agreed by the governing body. Please note that non-payment of the invoice will result in a reduction in your child's hours or a loss of the place.

Extended Entitlement (30 hours funding)

There is a 30 hours funded entitlement for working parents. At South Lake Nursery we are offering up to sixteen extended entitlement places each academic year, following the Nursery Admissions criteria. These places are ring-fenced to ensure there are at least four available for the Summer intake. The 30 funded hours will provide a morning and afternoon session in our Nursery for five days, with a charge for lunchtime provision. This charge does not include food. Parents/Carers have the option of collecting their child for the lunchtime period and not incurring a charge.

Eligibility for the additional free hours is determined by HMRC through the online application and parents must apply every 3 months via the Government's Online Childcare Service. Parents of three and four year olds will need to meet the following criteria (published by the Department for Education in March 2017) in order to be eligible for up to 30hours free childcare:

- They earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months.

- This equates to £120 a week (or c. £6,000 a year) for each parent over 25 years old or £112.80 a week (or c. £5,800 a year) for each parent between 21 and 24 years old.
- This applies whether you are in paid employment, self-employed or on zero hours contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave, or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.
- If a non-EEA national, the parent must have recourse to public funds.

A parent will not meet the criteria when:

- Either parent has an income of more than £100,000
- Either parent is a non-EEA national and subject to immigration control (and has no recourse to public funds)

If a parent loses eligibility:

- They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
- Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hour entitlement.

Allocation of Places

An admissions committee, which includes the Headteacher, processes the applications each term. In-term applications are considered as they are received.

Determining choice of morning or afternoon place

Sessions are allocated according to cohorts, availability and staffing ratios. No preference expressed by a parent/carer can be guaranteed.

Informing Parents regarding applications

If demand is very high, applicants may be unsuccessful and they will be informed of this. They will then have the option of being placed on a consideration list.

- A consideration list will be kept by the school of names, addresses, D.O.B., telephone number and date registered of children who are interested.
- No child will be placed on the consideration list until they have reached their second birthday.
- The consideration list will not operate places on a "first come, first served" basis. The length of time children are on the consideration list in no way influences the decisions about places.
- Parents will be sent confirmation if they are given a place.

Parents/guardians will need to accept the place in writing, on the reply form provided.

The offer of a nursery place DOES NOT in any way mean automatic entitlement to the main school. All parents and carers must be made aware that a place in the nursery does not guarantee a place in the school and that they must still go through the Wokingham admissions procedure when the child reaches school age.

Allocation of places (oversubscription criteria)

The following criteria will be used to allocate the available places where we receive more applications than can be accommodated:

- A. Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order (previously looked after children) (see note 1)
- B. Children known by the local authority to have identified additional needs and whose needs can be best met at the preferred setting – applications made under this criterion would need to be supported by supporting evidence from an appropriate professional e.g. medical practitioner
- C. Children whose permanent home address is inside the designated area for South Lake School and at the time of application, has a sibling who is expected to be at the school when the child will enter the Nursery.
- D. (see note 2)
- E. Children whose permanent home address is in the designated area for South Lake School.
- F. Children whose permanent home address is outside the designated area for South Lake School and who, at the time of application, has a sibling who is expected to be at the school when the child will enter the Nursery.
- G. Any other children

Notes on the above oversubscription criteria:

Note 1

A “looked after child” is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangements orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child’s special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Note 2

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.